



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD**  
**UNIT # 15707**  
**APO AP 96258-5707**

Policy Letter #2-1

IMKO-AA-RMO

24 SEP 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Temporary Duty (TDY) Travel

**1. REFERENCES:**

- a. Joint Federal Travel Regulation (JFTR), Volume I, Uniformed Service Members, Change 247, 1 July 2007
- b. Joint Travel Regulation (JTR), Volume II, Department of Defense Civilian Personnel, Change 501, 1 July 2007
- c. AR 600-8-105, Military Orders, 28 October 1994
- d. USFK Regulation 37-1, Travel Policies and Procedures, 31 January 2005
- e. USFK Pam 37-3, Temporary Duty/Temporary Additional Duty Travel policies and Procedures, 2 May 2000
- f. Defense Travel System Financial Field Procedure Guide, August 2006

**2. APPLICABILITY:** This policy applies to all military and Appropriated Fund (APF) U.S. civilians and local nationals assigned to U.S. Army Garrison, Red Cloud (USAG, RC) staff element, subordinate command and assigned/attached units.

**3. PURPOSE:** This standard operating procedure implements the Defense Travel System (DTS), designates responsibilities and describes policy and procedures for requests and management of Temporary Duty (TDY) for military and civilians employed by USAG-RC.

**4. TERMS.**

a. **TDY.** Duty at one or more locations other than the permanent station. A soldier or civilian employee performs temporary duty (TDY) under orders which provide for return to a permanent station upon completion of duty. Generally, a soldier or civilian employee must remain away from his/her permanent duty station for over 10 hours within a 24 hour period to

*This policy letter can be found at <http://redcloud.korea.army.mil/policy.asp>*

qualify for TDY entitlements. (Persons travel under 10 hours can be reimbursed up to two meals).

b. **DTS.** Defense Travel System is an integrated computer system that provides traveler with paperless travel planning and reimbursement. DTS consists of commercial-off-the-shelf software that has been enhanced with interfaces to many other systems for making airline, lodging, and rental car reservations. DTS uses DoD Public Key Infrastructure (PKI) certificates that enable travelers to sign document securely (DTS Home page, [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil)).

**Accountable Official (AO).** Any persons involved in the travel management process that serve as control points within the organization, and include:

- Defense Travel Administrator (DTA)
- Routing Officials (ROs) (anyone who applies other than the "Approved" stamp.)
- Non-DTS Entry Agents (NDEA) (persons who input claims for other travelers and apply the "T-entered" stamp)

**Certifying Officers (Cos).** Any persons who apply the "Approved" stamp to:

- Authorizations that include a non-ATM advance and / or Scheduled Partial Payment (SPP)
- Vouchers from Authorization
- Local Vouchers
- Centrally Billed Account (CBA) invoices from payment in the DTS CBA Reconciliation Module (Transportation Officials (TOs))

**DTS Travel Order.** System generated Authorization for official travel authenticated by a travel order issuing official. Travel orders include authorizations, approvals, limitations, instructions and special conditions relating to travel and assignments.

**Self-Authorizing Officials.** Under DTS, there are no Blanket Travel Authorizations. Instead, individuals who previously traveled under traditional blanket travel orders can be designated as a "self-authorizing official". They act as their own AO, possibly with their own budgets and can approve their own authorizations and verify fund availability from their budget allocation. Although these officials are given autonomy to approve their own authorizations, they CANNOT certify their own claims for payment.

c. **Amendment.** An issued travel authorization may be changed or corrected within certain limitations by the issuance of an amendment. An amendment may be issued before or after completion of travel. The number of days that TDY can be exceeded is 100% or +/- 7 days, whichever is less, without an amendment.

d. **Confirmatory Travel.** A confirmatory travel order is necessary in those instances where official travel begins or is performed before a travel order is issued. It should include appropriate statements and justification for any unusual delay in issuance. The official who directed the travel is responsible for initiating action for issuance of a confirmatory travel order.

e. **Group Travel.** Two or more persons traveling in a group for which transportation will be furnished by Government conveyance or transportation request from the same point of origin to same destination under one order. May also be designated between any points en route, if the orders specify the points.

f. **Invitational Travel.** Travel of persons who are not Federal Government employees or members of the US uniformed services (e.g., dependents, KATUSA, ROK military) in connection with certain assignments directly related to activities and in the interest of the Department of Defense.

g. **Per Diem Allowance.** This allowance includes the cost of quarters, subsistence and other necessary related incidental expenses.

h. **Permissive TDY.** Temporary duty for the benefit of the organization and the individual which is not financed with government funds.

i. **Repeated Travel.** Allows any necessary number of separate round-trip journeys from the permanent duty location (PDL) to and from or between specified locations, each separate journey may necessitate stopping over for duty at one or more places before returning to the PDL. May be issued for periods up to 60 days and reissued if necessary. They are utilized only for personnel responsible for conducting investigations, surveys, and other special circumstances specifically authenticated by the designated approving official.

j. **Reimbursable Expense.** Expenses which are directly attributable to the ordered travel and temporary duty performed and are in addition to the per diem allowances and transportation expenses.

k. **Statement of Non-availability.** A statement issued by the billeting office at the TDY site that authorizes reimbursement of per diem for lodging and/or meals.

l. **Transportation Expenses.** Includes the cost of bus, air, auto, railroad, and steam ship ticket and are reimbursable in addition to the per diem allowances.

m. **VOCO.** Verbal Order Commanding Officer. USAG, RC Commander and Deputy Garrison Commander (DGC) are approving authority for all VOCO Order.

**5. LOCAL TRAVEL AREAS:** Effective with the publication of USFK Regulation 37-1, local travel areas (LTAS) are defined as outlined below. Travels within LTAS do not require a TDY/TAD order except when travel is arranged through the Installation Travel Office or Commercial Travel Office for rail or Government air. Per Diem will not be paid for TDY/TAD in local travel areas unless the traveler is required to stay overnight. A TDY/TAD order is required; if an overnight stay occurs, to confirm the directive to travel and per diem entitlements. Local travelers may use SF 1164 to claim reimbursable expenses instead of DTS voucher (DD Form 1351-2). Applicable LTAS for USFK are listed below.

- a. All Area I, (except Camp Long and Hwaaksan), and Area II.
- b. Camp Humphreys, Suwon Air Base, Osan Air Base, and Area II.
- c. Camp Carroll and Taegu.
- d. Chinhae, Gimhae, and Pusan.
- e. Camp Long and Hwaaksan.

**6. RESPONSIBILITIES:**

a. Requesting Officials:

(1) The requesting official will normally be the first-line supervisor (or the person who is going TDY).

(2) Reviewing request to assure that the travel is necessary, the most economical mode of transportation is used and minimum essential entitlements are authorized, and the request is prepared properly.

(3) Submitting TDY authorization in DTS to Defense Travel Administrator (DTA), Resource Management Office (RMO), for fund certification at least 7 working days prior to departure for routine TDY orders with DTS line of accounting (LOA) information if the TDY is centrally funded. The inviting organization's DTS point of contact should furnish the LOA to the traveler. **Local nationals are exempted from using DTS for TDY travels.** DD Form 1610, Request and Authorization for Travel of DOD Personnel, will be used to publish TDY orders for local nationals.

b. Authorizing Official:

(1) Officials who can approve or authorize DTS TDY orders are designated on an authenticated DD Form 577 (Signature Card) in writing and are aware of their responsibilities under the guidance and instructions of this policy letter.

(2) The USAG-RC Commander is the approving authority for military/civilian appropriated-fund (AF) members of his/her command. This authority may be only delegated to the Deputy Garrison Commander, USAG-RC.

c. Accountable Official:

(1) DTS accountable officials include Certifying Officials (CO), Authorizing officials, Defense Travel Administrator (DTA) and routing officials (RO) who are government employees.

(2) Additional guidance published by the OSD-Comptroller's Office on 15 February 2005 requires that each accountable official also be provided a separate letter of their appointment as an accountable official. The accountable official is required to acknowledge and confirm their official responsibilities by signing both the DD Form 577 and the separate letter of appointment. Copies of the DD Form 577 and the letter of appointment must be maintained for 6 years and 3 months from the date of appointment or revocation.

d. The RMO will:

(1) Issue and monitor APF travel ceiling for directorates and special staffs.

(2) Provide the proper fund accounting classification and travel order number (non-DTS travel order for Korean nationals) on all requested TDY orders.

(3) Certify availability of funds on all requests for TDY travel.

(4) Enter the Fiscal Station Number (FSN) on each order that correctly identifies the finance office responsible for payment.

(5) Verify that statements contained in orders' remarks section are consistent with travel policy.

(6) Ensure that traveler has correctly identified whether or not the traveler is or is not a Government travel cardholder and annotated in the personal profile.

(7) Review and monitor internal controls for all military and APF civilians TDY travel.

(8) Processing official Government Travel Charge Card (GTCC) applications.

e. Office Chiefs will ensure travelers file settlement vouchers through DTS within 5 working days.

f. DGC, USAG-RC will review travel claims for its overall propriety to ensure that the claim is complete, reasonable, and consistent with both the mission and authorized reimbursable expenses.

g. Travelers will:

(1) When traveling to a military installation, traveler will use Government transportation, quarters, and dining facilities to the maximum extent possible. If Government quarters and/or mess are not available, a statement of non-availability will be required and attached to travel voucher by uploading it into DTS.

(2) When traveling to other than military installation, a statement of non-availability is not required.

(3) Attach the tasking document, e.g., orders, message, memorandum, appointment slip, DTS LOA information, etc., to process or obtain approval of DTS travel authorization. The tasking document will include TDY location, purpose, number of days, and other pertinent information that will facilitate the processing and settlement of the TDY authorization.

(4) Submit travel claims to Defense Finance and Accounting Service (DFAS) via DTS within 5 working days upon completion of travel. Inform the responsible authorizing official by annotating all changes in the travel voucher and initiate required amendments to include request cancellation. For **local nationals** submit travel claims to finance within 5 working days upon completion of travel; or submit a copy of travel order, accompanied by the traveler signed memorandum, stating that travel was performed but no claim will be made to the government, to RMO when reimbursement for TDY is not required.

## 7. PROCEDURES:

### a. TDY order preparation.

(1) Travel Request Decision Paper Form (enclosure 1) will be submitted for all TDY travel orders to the RMO TDY Administrator.

(2) Invitational travel orders will be used and issued for all requests from all requests from KATUSA, family members (when authorized), and non-affiliated DOD personnel, except contractors.

(3) DTS users without a Government Travel Charge Card, or traveling to a location where its use is impractical, can request a non-ATM (EFT) advance during the creation of their authorization in DTS. Additionally, DTS users traveling on an extended TDY, exceeding 45 days, should request scheduled partial payment (SPP) during the creation of their authorization

(4) "No Cost" travel orders will not be permitted. Military personnel will be issued DA Form 31 for Permissive TDY.

(5) Place a statement on order that travel must start and end on specific dates. Travel on weekends and holidays are to be strongly discouraged. This will ensure that per diem is only paid for official business. In the event that in-country travel is greater than 1 week, the traveler

will be issued repeated TDY orders stating that return to permanent duty station during weekends is required.

(6) Authentication of orders (DD Form 1610)

(i) Block 19, DD Form 1610, accounting citation, shall be certified by RMO TDY Administrator for APF personnel.

(ii) Block 20, DD Form 1610, Order Authorizing Official, shall be signed by the Commander or official designated to issue orders.

b. TDY voucher procedures

(1) DTS travelers are now required to include receipts and other substantiating records with their completed travel documents. This can be done by either scanning and saving (then uploading) or faxing through a toll free telephone number. The substantiating records are archived with the travel document for 6 years and 3 months as required.

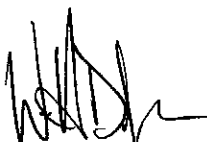
(2) If a payment has been made on a Line of Accounting (LOA), e.g., an Advance/SPP or voucher settlement, traveler should NEVER remove or change that LOA. If a change is required, it must be done manually outside of DTS. If no payment has been made, the LOA may be changed.

(3) Certifying Official or Authorizing Official will check all required receipts for TDY Voucher claims and review all claims and variations against authorization in accordance with JFTR – JTR.

**8. Point of contact** for this action is the Budget Staff Office, at 732-8516.

Encls

1. Travel Request Decision Paper

  
W. H. DODGE  
Colonel, SR  
Commanding

DISTRIBUTION:

A

# TRAVEL REQUEST DECISION PAPER

(Area I DRM TDY POC: 732-7849, FAX: 732-8520)

DATE:

## TRAVELER'S INFORMATION

Name

SSN (KID)

Position Title and Grade/Rating

Location of Permanent Duty Station (Full address)

Phone Number

Fax Number

E-mail Address

DEROS (US ONLY)

## TRAVEL INFORMATION

Type of Travel

TDY ☐ LOCAL ☐ BLANKET ☐ REPEATED ☐ CONFIRMATORY ☐

TDY Site: In Country ☐ Out of Country ☐

Check all that are centrally funded by higher command or training activity if applicable

Lodging ☐ Meals ☐ Incidentals ☐ Air fare ☐ N/A ☐

Comment on funds:

Purpose:

Date and Times: Start at and End at

Proposed Itinerary From To

Approx. No. of TDY days: Proceed on or about Date:

## TRANSPORTATION REQUIRED

Commercial: Rail ☐ Air ☐ Bus ☐ Ship ☐

Government: Air ☐ Veh. ☐ Bus ☐

Local Car Rental ☐ Privately Owned Vehicle ☐

## DETAIL INFORMATION

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| 1. Is traveler employed by U.S Government (Direct & Indirect)?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Is traveler a Government Travel Charge Card Holder?          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. <b>Is Itinerary Variation authorized?</b>                    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Are contracted billets or meals provided?                    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Are Government quarters and mess available?                  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. Is traveler required to pay for registration or reservation? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7. <b>Will traveler take leave before or after TDY?</b>         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If yes, specify the period.                                     |     |                          |    |                          |
| 8. Is there any other important information on TDY?             | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If yes, address here:   |     |                          |    |                          |

## Estimated Cost

Per diem (1day)	Lodging	Local Meals	Incidental	No. of Days	Per diem Total
	\$	\$	\$		\$
Other	Air Fare	Car Rental	Reservation		<b><u>TOTAL</u></b>
	\$	\$	\$		<b><u>\$</u></b>

## Approval Authority

Supervisor:

Signature

Date



## **ADDITIONAL INFORMATION**

**JUSTIFICATION** *(Without proper justification, the request below will not be accepted.)*

1. Itinerary Variation

2. Rental Car

3. Leave Conjunction

4. Privately Owned Vehicle using

**SPECIAL STATEMENT** *(Type the specific statement directed to input in DD Form 1610 by higher command or training activity)*

**Other Comment**